



## Job Announcement

<http://mdcourts.gov>

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### Repost- Change in Requirements Previous Applicants will be considered

<b>Opening Date:</b>	October 7, 2008	<b>Closing Date:</b>	Open until filled
<b>Job Title:</b>	Information Technology Business Analyst	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	084620	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Administrative Office of the Courts- Office of the State Court Administrator Annapolis, Maryland	<b>Grade/Entry Range:</b>	T17 77,435 - \$92,774 (Depending on Qualifications)
		<b>Financial Disclosure:</b>	Yes

### Regular State employees subject to promotion/demotion policy

**Essential Functions:** This position will serve as an advisor to the State Court Administrator on all business matters related to proposed information technology initiatives including but not limited to: determining the impact of proposed technology on the business processes of the courts and its supporting offices; participating in all standing and ad hoc technology committees and work groups; serving in a liaison capacity with Judicial Information Systems (JIS) and court business entities; participating actively in the procurement process in related technology projects; and working closely with the Research and Development Department to evaluate all major information technology projects. Analyzes the impact of proposed technology solutions across the Judiciary and works with JIS Staff to develop business requirements/specifications and contributes a business process perspective during design reviews. Reviews requirements, process, specifications and requests generated by JIS. Analyzes and translates client needs and/or problems and uses these analyses to write/review formal functional requirements, formal design specifications and detailed descriptions of user needs program functions and steps required to develop or modify applications. Conducts periodic reviews of court business processes in order to develop enhanced methods and procedures, as well as possible automated solutions to improve efficiency. Serves on procurement review committees for major technology projects. Works closely with the Research and Development Department in the evaluation of technology projects. Determines the impact of new projects or initiatives on technology.

**Education:** Bachelor's Degree from an accredited four year college or university in Information Systems Technology.

**Experience:** Seven years of Information Technology experience that includes large scale system design, development and testing network and hardware infrastructures; systems operations; and at least three years of project management experience to include long range planning.

**Note:** Additional work experience as specified above may be substituted for the education requirement on a year for year basis.

**Skills/Abilities:** Broad knowledge of IT hardware, software and techniques found in large client server, object oriented, Internet/Intranet environments. Extensive knowledge of full life cycle development methodologies. Extensive experience in planning and conducting a variety of functional end user analyses; senior project management experience and thorough knowledge of project management techniques. Program management experience and capabilities along with financial planning. Effective communication to include: verbal, written and presentation skills. Ability to perform all essential functions of this position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, PIN number, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.